General Position Information

Job Title: 21388 - Program Manager - GS-15

Salary Range: $134,789 - $164,200

Vacancy Open Period: 02/06/2019 – 02/06/2020

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: ATF/ACQ

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
  - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

*** OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.***

The Assistant Director of National Intelligence for Acquisition, Procurement, and Facilities (ADNI/AP&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, by enhancing the collective performance of acquisition and procurement professionals, and by delivering sustainable integrated contracting, facilities and logistics solutions. DDNI/AP&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, industry collaboration, timely and accurate contracting solutions, and excellence throughout the acquisition lifecycle. The AP&F team leads advanced development and sustainment focused on innovative solutions for the IC enterprise including Major Systems Acquisition, advanced Technology Insertion, IC-wide end-to-end collection architecture, world class IC facilities, and innovative procurement and logistics programs. DDNI(AP&F) fosters innovation and challenges obstacles in pursuit of an IC-wide agile acquisition environment that delivers uncompromised capability at mission pace.

Major Duties and Responsibilities (MDRs)

- Ensure recognition of identified program needs to inform and begin the requirements validation process.

- Lead and integrate functional teams to analyze potential program requirements and refine program requirements and continuously coordinate with users to determine appropriate interpretation. Ensure end-to-end mission capability across multiple IC elements is appropriately addressed to avoid architectural gaps.

- Ensure mission assurance (e.g. quality, maintainability, affordability, supportability, and training) is appropriate for products and/or services throughout the life cycle.

- Ensure recognition of identified/proposed program needs to inform and begin the ODNI processes for Community requirements validation, Independent Cost Estimation, and compliance with IC acquisition process for major systems.

- Lead and integrate functional teams to analyze potential program requirements for cost, schedule and performance and the statutory oversight thereof.

- Review advanced acquisition planning and programming and associated acquisition and investment strategy, to ensure the program plan is consistent with the Agency contracting processes (e.g., contracting milestones, solicitation, source selection, award, negotiation, and administration).

- Oversee the submissions, justifications, and/or administration of budgets and monitor expenditures for program areas to ensure they align with community-validated requirements and approved Program Management Plan.

- Lead, plan, and organize staff that will monitor specific acquisition programs to ensure they meet cost, schedule, and performance requirements throughout the life cycle and maintain accurate and credible cost, schedule, and performance reporting.

- Manage ongoing working relationships and expectations with customers, stakeholders, users, and decision authorities throughout the program life cycle.

Mandatory and Educational Requirements

- Expert understanding of roles and missions of enterprise (e.g., agency, department, IC) and other external factors. Superior ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.

- Superior skill to align programs with strategic goals. Previous end-to-end (E2E) software acquisitions cost, schedule and performance oversite experience, with specific experience relating to NGA and NRO ground programs.

- Previous business process improvement experience, to include planning and systems integration to the examination of functional areas.

- Demonstrated ability to work effectively as a member and leader of a diverse, crosscutting team.

- Ability to recognize the unique role of oversight as detached from the defining, designing, and executing the program directly.

- Expert understanding of roles and missions of the enterprise (e.g., agency, department, IC) and other external factors. Superior ability to perceive organizational and political reality and expert understanding of how actions by one entity affect others to identify practical solutions for enterprise mission accomplishment.

- Solid understanding of the organization's financial processes. Superior ability to oversee acquisitions to achieve desired results; monitor expenditures and analyze cost-benefits to set priorities.

- Superior ability to develop collaborative information and expert knowledge of sharing networks and building alliances with colleagues and counterparts within and/or across the organization, the IC, other government/private organizations, or professional/technical disciplines to achieve organizational outcomes.

- Superior ability to build consensus, develop and maintain effective working relationships, especially in difficult situations (e.g. when defending or analyzing a position). Superior ability to demonstrate and foster respect, understanding, courtesy, tact, and empathy.

- Superior ability to develop new insights into situations and apply innovative solutions to problems and to improve processes.

- Expert understanding of the interrelationships among organizations and components of the IC.

- Superior ability to dissect problems into meaningful parts and uses logic and judgment to determine accuracy and relevance of data. Superior ability to identify and reconcile gaps, uncertainties, and key assumptions of data.

- Superior ability to integrate evidence/information, evaluate and prioritize alternatives, and assess similarities and differences in data to develop findings and conclusions.

- Bachelors and/or Master's degree in technical discipline such as Engineering or Information Technology.

Desired Requirements

- COTR level 1 certification, or the ability to become level 1 certified within 90 days.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov *(Daniel J.)* and mitchsl@dni.ic.gov *(Stephanie M.)* in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**